

**CITY OF SUNRISE
PERSONNEL DEPARTMENT
1300 Sawgrass Corporate Parkway, Suite 100
Sunrise, Florida 33323**



YOUR EMPLOYMENT APPLICATION SHOULD BE FILLED IN AS COMPLETELY AS POSSIBLE. YOU MUST INCLUDE ALL OF THE FOLLOWING INFORMATION:

Your past ten (10) years of employment.

Addresses and telephone numbers of all employers.

Specific job duties for each job on the application (do not write "See Resume").

If you are currently employed, list your reason for seeking a new position under the "Reason for Leaving" section.

How you meet the minimum requirements listed on the job posting. **ALL** of the minimum requirements for a position must be met in order to be considered. Be specific.

Attach a copy of the document(s) showing proof of your highest level of education.

Acceptable documents include: a diploma, transcript or letter from the school you attended showing graduation. You must provide us with copies at the time of application. **NO COPIES WILL BE MADE BY THE PERSONNEL DEPARTMENT.**

Attach copies of any other licenses or certificates required for the position.

WHAT HAPPENS TO YOUR APPLICATION AFTER IT IS TURNED IN TO THE PERSONNEL OFFICE?

The Personnel Department reviews your application to make sure that you meet the minimum requirements listed on the job posting. If you do, a copy of your application is sent to the hiring department. It is up to the hiring department to contact candidates for interviews. Due to the large number of candidates, the City will only be able to notify you if you are considered for further processing.

IMPORTANT NOTICES

Any falsification of information on this application shall be sufficient cause for rejection or dismissal from employment.

As part of our commitment to a Drug and Alcohol Free Workplace, if you are selected for employment with the City, you will be required to submit to a pre-employment drug test. Your refusal to take the test, or failure to pass the test will disqualify you from further consideration for employment.

Under the Americans with Disabilities Act (ADA), the City is required to reasonably accommodate qualified individuals with a disability. The requirement applies to the application process, any pre-employment test, interviews and actual employment (but only if the City knows that an accommodation is needed). If you are disabled and require an accommodation, you may request it at any time by contacting the City of Sunrise Personnel Department at (954) 838-4522. Because some types of accommodations may require preparation, we suggest that you make any requests as early as possible.

**EQUAL OPPORTUNITY EMPLOYER
M/F/D/V**



PUBLIC SERVICE AIDE MINIMUM REQUIREMENTS FOR EMPLOYMENT

1. Be a high school graduate or its equivalent (G.E.D. under Florida Educational Standards).
2. Possess good reading comprehension.
3. Possess good writing skills.
4. Possess good communication skills.
5. Must have basic typing skills (familiar with keyboard).
6. Have a stable employment history.
7. Be attentive to details and instructions.
8. Complete a written exercise as determined by the Department.
9. Successfully complete a polygraph examination.
10. Successfully complete a psychological and medical examination.
11. Be approved for employment by a Department Oral Review Board.
12. Display a professional appearance and demeanor.
13. Have physical weight proportionate to one's height (as prescribed in medical professional guidelines).
14. Have good eyesight in both eyes, and appropriate night and color vision.
15. Pass a thorough background investigation with appropriate information verifiable, and with no unexplained discrepancies between background results and information contained in applicant's application or subsequent required documentation.
16. Have a good driving record. Applicants driving history will be evaluated to determine any pattern of poor driving behavior, with particular regard to recent (last 5 years) experience and seriousness of respective violations.
17. Have not been convicted of any felony or of a misdemeanor involving moral turpitude.
18. Criminal History Record(s) Sealed or Expunged – Applicants must acknowledge the existence of, and give a complete account of the event(s) leading to the Criminal History Record(s) that are SEALED or EXPUNGED. Exception: Expunged record(s) under provisions in F.S.S. 943.058(6)(a) ONLY, do not require disclosure.
19. SUBSTANCE ABUSE – Where it is determined that an applicant used or possessed any illegal substance after submitting their application, they will be disqualified.
Applicants must submit upon request to a test performed on their body fluids to determine the presence of questionable substances. The discovery of any illegal substance shall disqualify the applicant.
20. Be of good moral character as determined by the Department and by the state regulatory guidelines.
21. Have satisfactory credit history.
22. Be willing to work shift work.

**CITY OF SUNRISE PUBLIC SERVICE AIDE
Minimum Requirements for Employment, Continued**

23. Successfully pass an administrative screening review by the Assistant Chief of Police or his designee.
24. Comply with all current requirements as may be described by law.
25. Be fingerprinted by the Department.

Please Note: When submitting your application, attach a COPY of each of the following: Proof of education (high school diploma, G.E.D., or college transcripts); Driver's License; Social Security Card; Birth Certification; and other certifications if applicable.